

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE
COURT INFORMATION PROCESSOR III
INITIAL APPEARANCE COURT

LOCATED AT THE MADISON STREET JAIL, 225 W MADISON ST., PHOENIX
ENVIRONMENTAL DIFFERENTIAL WILL APPLY.

DAY SHIFT. MUST BE WILLING TO WORK WEEKENDS AND ROTATING SHIFTS AS NEEDED.
PLEASE CHECK THE APPROPRIATE BOXES (11 A. THROUGH E. ON THE APPLICATION).

RECRUITMENT DATES: **Monday, August 7, 2000 - Open Until Filled**

SALARY: \$8.90 (range minimum) Per Hour
Environmental differential (\$0.56 per hour) will apply.

POSITION QUALIFICATIONS: Two years of experience as a Court Information Processor II, or three years of general clerical experience. One year of post-secondary education may substitute for one year of general clerical experience. **Additional Information: Successful candidates will be subject to fingerprinting/criminal history check.**

ESSENTIAL JOB TASKS: Initiates the court docket process; prepares defendant paperwork prior to Court; communicates with law enforcement agencies, attorneys, and other court personnel; acts as Bailiff and Court Clerk for Initial Appearance Court.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department

NOTE TO EMPLOYEES: Unless you a temporary or unclassified employee, you must have successfully passed initial probation before your application can be considered.

FILING PROCESS: Required County Application Form (3100-049) AND SKILLS INVENTORY must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106029 / KAC, 7b
RECRUITMENT ABBREVIATION CODE: CIP-IAC

DATE PUBLISHED: Monday, August 7, 2000

SKILLS INVENTORY

Court Information Processor – Initial Appearance Court

1. The following table lists general office and/or clerical duties you may have performed. Please check the appropriate boxes and fill in years of experience (if applicable).

Office/Clerical Duties Performed	Yes	No	# Years Exp.
Acting as receptionist or front-counter assistant			
Answering telephones and multiple-line telephones			
Bookkeeping or general-ledger accounting work			
Composing correspondence and/or preparing reports			
Creating statistical tables or reports			
Data entry			
Filing, sorting or arranging documents or other materials			
Operating office machines (including FAX and copier)			
Preparing or coordinating payroll			
Preparing or maintaining files (including court, legal or medical files)			
Serving as Administrator in a public service or court environment			
Supervising clerical employees			
Taking notes at meetings and preparing minutes (with or without dictation or mechanical transcription equipment)			

2. The following table lists computer software applications you may be familiar with. Please check the appropriate boxes for your skill level.

Computer Software/Programs	Never Used	Beginning Skills	Intermed . Skills	Advanced Skills
Microsoft Word (6.0/97/2000)				
Microsoft Excel (6.0/97/2000)				
Microsoft Access (97/2000)				
Microsoft Powerpoint (97/2000)				
Word Perfect (6.0 and Higher)				
Desktop Publishing (Publisher/Pagemaker)				
Graphics Software (Harvard Graphics/Draw)				
Outlook				
Exchange				
Windows 95 or Windows NT				
Other (please list)				

3. Do you have a valid Arizona Driver's License? ☐ Yes ☐ No
4. Many Court-related positions require candidates to work evenings, nights, and/or weekends. Please select the shifts you would be willing to accept.
- ☐ Days ☐ Evenings ☐ Rotating Shifts ☐ Weekends

Signature

Date